

**MERIT AWARD PROGRAM ..... CHAPTER 4700**

This chapter describes the State Merit Award Program.

**PROGRAM SUMMARY .....4700**

**STATUTORY AUTHORITY .....4702**

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## **PROGRAM SUMMARY**

**4700**

(Revised 03/13)

The Department of Human Resources (CalHR) is responsible for establishing policy and guidelines for the administration of the State Merit Award Program. The Merit Award Program was established in 1950 to promote employee participation and to save the state money. A Merit Award is an award for an adopted suggestion that results in an intangible benefit and/or identifiable tangible benefit. Suggestions are categorized into three types, improved procedure, improved safety, and cost savings.

The Merit Award Program is also responsible for the administration of the Superior Accomplishment and the Sustained Superior Accomplishment Awards. These awards are for performance resulting in exceptional contribution to improving state government.

In addition, the Merit Award Program is responsible for the administration of the Medal of Valor Awards, which are presented to state employees for Special Acts or Special Service. The Medal of Valor is the highest honor that the state bestows to its employees.

**STATUTORY AUTHORITY****4702**

(Revised 03/13)

The Merit Award Program is authorized by Government Code Sections 19815.4 (d), 19816, and 19823. The law grants CalHR the authority to adopt rules and regulations governing the conduct of the Program. See DPA Regulations, Article 4, Sections 599.655–599.664.

## **CONTACTS AND RESOURCES**

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The Merit Award Program may be contacted at (916) 324-0522. The mailing address for the Merit Award Program is 1515 "S" Street, North Building, Suite 400, Sacramento, California 95811-7258.

CalHR's website may be accessed at: <http://www.calhr.ca.gov/state-hr-professionals/pages/awards.aspx>.